

Travel & Expense Account Summary

Employee Name David Maxwell-Jolly
Expense Dates 09/17/09-09/17/09
Report Name CWC - Burbank Sept 2009

Request Total \$ 338.20
Direct Charge Total - 305.20
Travel Advances - 0.00
Net Due Employee = **33.00**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CWC Burbank Oct	338.20

NOTE: (d)=Direct Charge

DATE	Thu Sep 17									TOTAL
Commercial Air Fare (d)	305.20									305.20
Breakfast	6.00									6.00
Parking, Auto	9.00									9.00
Dinner	18.00									18.00
TOTALS \$	338.20									338.20

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CWC	09/17/09	Commercial Air Fare	305.20	Direct Charge
Regular Travel	CWC	09/17/09	Breakfast	6.00	Cash
Regular Travel	CWC	09/17/09	Parking, Auto	9.00	Cash
Regular Travel	CWC	09/17/09	Dinner	18.00	Cash